

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

STATE OF CALIFORNIA  
COMMISSION ON TEACHER CREDENTIALING



**CONSULTANT IN TEACHER PREPARATION  
(PROGRAM EVALUATION AND RESEARCH)**

OPEN CONTINUOUS

**EXAMINATION ANNOUNCEMENT**

|                            |                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>WHO SHOULD APPLY</b>    | Applicants who meet the minimum qualifications as stated below may apply for this examination.                                                                                                                                                                                                                                                                              |
| <b>FINAL FILE DATE</b>     | This examination is continuous filing.                                                                                                                                                                                                                                                                                                                                      |
| <b>FILING INSTRUCTIONS</b> | All applicants must submit an Examination Application, STD 678. Applications postmarked, personally delivered, faxed or received via interoffice mail will not be accepted. The application, STD 678 is available at <a href="http://www.spb.ca.gov/jobs/stateapp_adobe.htm">http://www.spb.ca.gov/jobs/stateapp_adobe.htm</a> and must be filed in person or by mail with: |

Commission on Teacher Credentialing  
Office of Human Resources  
Linda Goodman  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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|-------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SALARY RANGE</b>                                   | <b>\$5724-\$6954</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SPECIAL TESTING ARRANGEMENTS</b>                   | If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application, STD 678." You will be contacted to make specific arrangements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b> | All applicants must meet the education and/or experience requirements for this examination.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>MINIMUM QUALIFICATIONS</b>                         | <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either I, "or" II. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Experience Requirement: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.</p> <p>Credential Requirement: Possession of a valid California supervision or administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)</p> |

**MINIMUM  
QUALIFICATIONS (cont.)**

(Possession of an earned master's or doctorate degree from an accredited institution or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 (b), in education evaluation, curriculum evaluation, education or a closely related field may be substituted for the required credential.)

(One year of experience in the Commission on Teacher Credentialing performing program evaluation and/or research duties equivalent to those performed by the class of Assistant Consultant in Teacher Preparation, Range B, may be substituted for the required credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the experience requirement.) **and**

**Either I**

Experience Requirement: One year of experience in the California state service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Assistant Consultant in Teacher Preparation, Range B.

**Or II**

Three years of professional education experience in one or a combination of the following: experience as a professional evaluation of educational programs in one or more school districts or institutions of higher education, experience as a college or university level faculty member in the field of education evaluation or teacher preparation, experience in directing or conducting research related to teaching, teacher education or program planning, and/or experience as an administrator, supervisor or equivalent staff level position in a public school district.

**POSITION DESCRIPTION**

The Consultant in Teacher Preparation (Program Evaluation and Research) performs complex consultative and analytical duties in the planning, development, implementation, monitoring and evaluation of professional education preparation programs. The Consultant in Teacher Preparation develops program standards; develops evaluation instruments; trains professional educators to become evaluators; conducts onsite evaluations; facilitates the most sensitive communications between evaluation team members and representatives of the institutions whose programs are being evaluated; recommends ways to improve and update the program evaluation function; designs and conducts original research on program standards and evaluation; identify areas for research; complete statistical and nonquantitative analyses; prepare reports; and analyze research conducted by other agencies.

**Positions exist within the Commission on Teacher Credentialing****EXAMINATION  
INFORMATION**

This examination will consist of a qualifications appraisal interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum of 70% must be attained in the interview. **Candidates may only test once during a 12-month period**

**CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL – WEIGHTED 100%****KNOWLEDGE AND  
ABILITIES**

- A. Knowledge of:
1. Current laws and trends in teacher education in California
  2. Organization and structure of California teacher education
  3. Curriculum trends and teaching practices in the California public schools and the legislative process in California
  4. National and regional accreditation policies and procedures
  5. Principles and methods of education evaluation.
  6. Literature in the field of curriculum teaching, teacher education and program evaluation.

**KNOWLEDGE AND ABILITIES (con't)****B. Ability to:**

1. Interpret and apply provisions of the California Education Code and the policies and regulations of the Commission on Teacher Credentialing
2. Analyze policy issues in teacher education and prepare recommendations
3. Analyze legislation and its fiscal impact on the Commission
4. Perform in an independent and creative manner
5. Speak effectively and write clear, concise reports
6. Utilize effective techniques in human relations
7. Analyze situations accurately and take effective action
8. Analyze policy issues related to the evaluation of professional preparation programs
9. Utilize alternative approaches to the determination of program status
10. Consult with colleges and universities regarding teacher education programs and Evaluation
11. Conduct research in program evaluation
12. Prepare policy recommendations

**ELIGIBLE LIST INFORMATION**

An eligible list has been established for the Commission on Teacher Credentialing. Names of successful competitors will be merged onto the list in order of final score. Eligibility will expire after (12) twelve months.

**REQUIRED IDENTIFICATION**

Accepted applicants are required to bring either a photo identification card or (2) two forms of signed identification to each phase of the examination.

**GENERAL INFORMATION**

**For an examination without a written feature**, it is the candidate's responsibility to contact the **Commission on Teacher Credentialing** (3) three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's** notice of oral interview fails to reach him/her (3) three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

**The Commission on Teacher Credentialing** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** Examinations will be given in such places in California as the number of candidates and conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**If High School Equivalence Is Required::** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veteran's Preference Points** do not apply to this examination.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TTY phones: 1-800-735-2929

From Voice phones: 1-800-735-2922

TTY is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TTY device.